Manually Add a Plan (Major) in a Second Program (School) – Double Major/Double Degree in two Decanal Units

In this tutorial we will use the student plan page to add a plan (major) in a second program (school). This is applicable for students who are seeking a double major or double degree in two decanal units.

Begin by navigating to “Records and Enrollment” → “Career and Program Information” → “Student Program Plan” from the Main Menu.

We will now search for an existing student so we will remain on the “Find an Existing” value tab. If you know the ID (Person Number) you can enter it directly in the ID field. If you do not know the ID (Person Number) you can search using any of the fields defined on this page.

Note: National ID = Social Security Number (SSN).

Click the Academic Career list and click on “Undergraduate”.

Click the Search button.

When you click the Search button one of two results will occur:

1. If there is only one Program Plan entry, you will be brought to the student’s Program Plan pages.
2. If the student has more than one Program Plan entry, you will be provided with a list of all Program changes from which you must select. The list will appear in the Search Results section of the page below the Search button. If the student has previous program actions the search will list all the changes made to the student's program/plan record.

If a student has more than one Program entry in the Search Results section note the following:

**Student Career Nbr** – in most cases a student will have one career number per career at UB (e.g. UGRD 0; then Grad 0). All the rows indicate program changes within that career, but when you click on any of the lines in the same career it will bring you to the Program Plan pages. When View All is selected then all these changes will be displayed chronologically.

Each Career Number is called a Program Plan stack.

If there is more than one stack in the same career, it is usually sequential starting with 0; the higher number is typically the most recent. A new career number results when a student:

1. Completed a degree in the career and was admitted to return to the career for a subsequent degree or non-degree study

Or

2. When a student is active in two decanal units either as a double degree or double major student (Certs).

The Search brings you to the Student Program Plan component with multiple tabs.

![Student Program Plan Component](image-url)
We are adding a second major in a different school in addition to the school to which the student is already admitted. To do this we first need to add a Student Career Number to the student record.

Click the Add a New Value located at the bottom of the page.

On the Add a New Value tab, enter the student ID number and the Academic Career. In this example, the Academic Career will be “Undergraduate”.

The Student Career Nbr is zero. Change this field to “1”.

This action brings you directly to the Student Program tab within the component; now that you have just created a second Student Career Number.

We use the Student Program tab to perform any Program Action for example, add an Academic Plan to a student’s program stack, add a Leave of Absence, or execute a number of other program actions that update the student’s record.

To manually add or update a new plan record, begin on the Student Program tab and insert a new Program Action. To do this we would typically Add a new row. When you insert a new Program row most information from the prior row is copied to the new row, and does so for each tab within the program plan component.

In this example we do not need to add a row because we are on the first row of this program stack which we just created.
The Effective Date is the date when this Program/Plan change becomes effective. Note the default Effective Date automatically is set to the current date.

Regardless of the date during the semester in which you are doing the transaction, we typically make the Effective Date of the additional program and associated plan to the day after the last day of the current term. This will insure that the student as of the end of this term is in the additional program and plan. If the student has not registered yet, they would then meet any requisite requirements for classes when they enroll. (This is for Management, Nursing, and Architecture students. All other careers can use the current date.)

For this example since we want this to be effective at the beginning of the Fall 2014, we enter the desired information into the Effective Date field of “5/17/2014”.

Note: In exceptional cases a student may need to be coded in the new plan on the current date – but then it is immediately effective for the current term. Please remember such changes ripple through the system and an immediate change in major can sometimes result in financial changes in terms of fees or aid eligibility.
Use the Program Action Look Up function (Magnifying Glass) to view the possible values to enter. Program Actions are the function you may assign to a student’s program. Click the Look Up Program Action and select “Activate”.

Use the Action Reason to indicate why the program changed. Click the Look Up Action Reason and select Multiple Programs in Career link.

The Academic program (School) and corresponding code value is defined by the Academic Group (Decanal Unit). In this example we will be adding an additional Academic Program (School) and Academic Plan (major) to the student’s record. Therefore we will add a value to the Academic Program field. Click the Look Up Academic Program icon and scroll through the list. Select “Engnr & Appl Sci Bachelor”.

Last Updated: April 30, 2015
The Admit Term field contains the Term in which the student was admitted to the career. This field will remain constant as long as the student continually remains a student at UB. For this example we'll want to make this Spring 2014. Click the Look Up Admit term (Magnifying glass) and select Spring 2014.

Note: The admit term needs to be consistent with what was on previous stack. (See p. 2 for the previous stack illustration to see the admit term).

Once you enter a value for the Admit Term, values for the Requirement Term and Campus fields auto populate.

The next temptation is to click Save. Do NOT SAVE. To do so would save a copy of the plan data we haven't yet changed.
Click the Student Plan tab.

Use the Student Plan page to add the new Academic Plan (Major) associated to the student’s new Academic Program (School).

We will now add the Industrial Engineering BS Academic Plan.

1. Click the Look Up Academic Plan function (Magnifying Glass). For the Academic Plan field type “IE” then click “Look Up”.

You can select Intended or Approved, for this example we will choose Industrial Engineering BS. (Academic Plan code: IE9012R0A). Click the link.

2. The Plan Sequence is the sequence in which degree progress evaluates a student’s academic plans. The system increments the Plan Sequence number each time that you add a second Academic Plan within a school. This is an auto-generated number. For this example we will not update this field. It should remain “10”.

3. The Declare Date is the date that the student declares or is approved by the department for the Major/Plan. This date is auto populated from the Effective Date (the date we entered on the Student Program tab). For this example, we will not change this field.

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The Plan Requirement Term is generated by the system and is auto-populated from the date program Admit Date which is the student’s original date of matriculation. For this example, we will update this field to “Spring 2014”.

Click the Look Up Requirement Term icon (Magnifying Glass) and select “Spring 2014” from the list.

The Advisement Status is always set to “Include”. Do not change this default value. Never update this field.

Click the Save button.

You have successfully manually added a plan (major) in a second program or school.

End of Procedure